

October 20, 2009

MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: James H. Woodward, Chancellor

SUBJECT: Review of Administrative Processes

For several months, a Budget Reduction Team comprising a cross-section of administrative and academic personnel has worked to identify areas where changes could result in increased levels of efficiency and effectiveness. As a result, a broad set of University-Level Strategies was developed. One of these strategies is to identify administrative processes that could then be reviewed for potential improvement.

A Steering Team has been appointed to oversee this important task. The Steering Team will identify a task force and leadership for each targeted process, issue a charge to each group, track progress, and inform the campus community of the results. Each task force will gather input from the campus on its specific task. I encourage you to provide feedback and continue to make additional suggestions to the Steering Team for administrative processes that could be improved.

This initiative will focus on the reduction of administrative burdens where possible, as well as the continuous identification and improvement of inefficiencies into the future. Our goal is to streamline processes, thereby enhancing our ability to carry out the core mission of NC State.

Attachment

cc: Executive Officers  
Steering Team Members